

**SIERRA NEVADA CONSERVANCY
ADVANCE REQUEST
ADVANCE REQUEST INSTRUCTIONS – PROPOSITION 84 GRANTS PROGRAM**

Advances for Proposition 84 grants will generally be limited to 50 percent; however, in some situations, additional advances may be authorized up to a total of 90 percent of the grant award. To request an advance, complete the Advance Request – Proposition 84 Grants Program form as follows:

1. Complete the chart with the appropriate information. (Note that subsequent advance requests must have a sequential number following the initial advance number.)
2. Insert the required need statement.
3. Complete the signature and contact information and mail to:
Sierra Nevada Conservancy
11521 Blocker Dr., Suite 205, Auburn, CA 95603
Attention: Advance Request

As noted in the Grant Agreement and on the Advance Request Form, the initial advance will be limited to no more than 50 percent of the total grant award. Multiple advances may be authorized, but in no case will advances be approved for more than 90 percent of the total grant award. Subsequent advance requests may not be submitted sooner than 30 days prior to fully expending all previously approved advances.

Advances will be repaid by applying 90 percent of each subsequent invoice submitted after the advance is awarded towards reducing the balance of the advance until it is paid in full. The remaining 10 percent of each invoice will be retained pursuant to the requirements set forth in the Grant Agreement*. The following is a sample repayment schedule:

Grant Award Total:	\$100,000
Maximum Advance (90% of total Award):	90,000
Initial Advance Authorized:	50,000
Invoice #1 for period January 1, 2009, through March 31, 2009:	\$10,000
Less 10% retention pursuant to Agreement:	<u>-1,000</u>
Balance to apply toward advance repayment:	\$9,000
Initial Advance Authorized:	\$50,000
Less Invoice #1 applied toward repayment:	<u>-9,000</u>
Balance of Advance:	\$41,000
Invoice #2 for period April 1, 2009, through June 30, 2009:	\$35,000
Less 10% retention:	<u>-3,500</u>
Balance to apply toward advance repayment:	\$31,500
Balance of Advance:	\$41,000
Less Invoice #2 applied toward repayment:	<u>-31,500</u>
Balance of Advance:	\$9,500*
*Must be repaid within 30 days of request for a subsequent advance.	
Second Advance Request	
Maximum Advance:	\$90,000
Less Initial Advance:	<u>-50,000</u>
Subsequent Advance:	\$40,000
Invoice #3 for period July 1, 2009, through July 31, 2009:	\$12,000
Less 10% retention:	<u>-1,200</u>
Balance to apply toward total advance repayment:	\$10,800
Balance of Advances (\$9,500+\$40,000):	\$49,500
Less Invoice #3 applied toward repayment:	<u>-10,800</u>
Balance of Advances	\$38,700

*Note that all advances must be fully repaid prior to processing the 10% retention for payment with the final invoice.